
From: Salemi, Charles (DPH)
Sent: Thursday, June 02, 2011 10:16 AM
To: Nassif, Julianne (DPH)
Cc: O'Brien, Elisabeth (DPH); Saunders, Della (DPH)
Subject: RE: Data Destruction

Hi Julie, Paul Walsh is going to be shredding old data next week. I would suggest that all analytical data over 15 years be documented and destroyed as per department policy. I do think that the laboratory cards should be saved as they contain significant information for each case and they do not take up much room. We still get calls from agencies for information regarding deportations and other issues that the cards are helpful with. CBS

From: Nassif, Julianne (DPH)
Sent: Thursday, May 26, 2011 1:54 PM
To: O'Brien, Elisabeth (DPH); Saunders, Della (DPH); Salemi, Charles (DPH)
Subject: Re: Data Destruction

We did agree on five but you were not in that day and I was supposed to run it by you. Let's talk tomorrow

Jn

From: O'Brien, Elisabeth (DPH)
Sent: Thursday, May 26, 2011 01:42 PM
To: Saunders, Della (DPH); Salemi, Charles (DPH)
Cc: Nassif, Julianne (DPH)
Subject: RE: Data Destruction

Did we come to an agreement on how long we are going to save data here on the premises? I know 5 years was discussed but I'm wondering if we should consider a longer length of time. I think I would lean more towards 7/8 years as space allows?

ELO

From: Saunders, Della (DPH)
Sent: Thursday, May 26, 2011 1:34 PM
To: Salemi, Charles (DPH); O'Brien, Elisabeth (DPH)
Cc: Nassif, Julianne (DPH)
Subject: Data Destruction

Good Afternoon Everyone,
On Wednesday I went to the stockroom to organize the data for archiving. There were several boxes that were over 15 years old. Paul Walsh will have this data shredded for us in June. The data to be destroyed is as follows:

Drug Receipts
2/16/89-4/28/89 319480-324966
Box #5000 1/2/92-3/26/92 384935-390532
Box #5001 2/27/92-6/23/92 390383-395612
Box #5002 6/24/92-9/19/92 395613-400352
Box #5003 9/21/92-12/3/92 400353-404691
Box #5004 12/4/92-3/3/93 404692-409292
Box # 5005 4/93-5/28/93 409293-413974

Box #5006 6/1/93-7/30/93 413975-417642
Box #5007 8/2/93-9/30/93 417643-421672
Box #5008 10/1/93-12/31/93 421673-426806
Box #5009 1/3/94-3/21/94 426853-431390
Box #5010 3/22/94-5/31/94 431391-435450
Box #5011 6/1/94-8/31/94 435451-440754
Box #5012 9/1/94-11/15/94 440755-445777
Box #5013 11/16/94-1/31/95 445778-450558
Box #5014 2/1/95-3/31/95 450559-455080
Box #5015 4/1/95-5/31/95 455081-459137
Box #5016 6/1/95-8/7/95 459138-463853
Box #5017 8/8/95-9/29/95 463854-468187
Box 5018 10/2/95-11/30-95 468188-472805
Box #5019 12/1/95-2/15/96 472806-477662
Box #5020 2/16/96-4/30/96 477663-482957

The data to be archived are arranged chronologically on pallets in the stockroom. Paul said that we can leave them there until they are ready to be archives at JFK. I'll start working in archiviing chemist's data next week. Please let me know if you have any specific instructions or ideas on how to handle this.

Thanks,
Della